



**Solicitation Information  
January 10, 2014  
Solicitation**

**RFP# 7548397**

**TITLE: RFP - Engineering Services Building Envelope Analysis – Powers Building**

**Submission Deadline: Monday February 10, 2014 at 11:30 am (Eastern Time)**

**PRE-BID CONFERENCE: No – the Powers Building and surrounding grounds are open to the public during normal business hours of 8:30 am – 4:30 pm. Respondents may visit the campus and examine the building envelope prior to bid submission at their discretion.**

Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than 1/24/2014 at 4:00 pm (ET). Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Thomas Bovis  
Interdepartmental Project Manager**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

**NOTE TO VENDORS:**

**Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## **SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS**

### **1.1) INTRODUCTION**

- a) The Rhode Island department of Administration, Division of Purchases, on behalf of the Department of Administration, Division of Facilities Management are soliciting proposals from qualified firms to provide Engineering Services for Building Envelope Analysis at the Powers Building, One Capitol Hill, Providence, RI as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)).
- b) This is a Request for Proposal (RFP), not an Invitation for Bid; responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.
- c) Respondents to this solicitation are hereby advised that the respondent selected for award of a contract pursuant to this solicitation, and its affiliated or subsidiary companies (whether partially or wholly owned), shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation. In addition, any sub-consultants or subcontractors engaged by the respondent selected for award of a contract who performs any services arising from this solicitation shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation.

### **1.2) NOTIFICATIONS TO OFFERORS:**

- a) Potential Respondents are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- b) In order to submit a proposal, Respondents must properly register with the State of Rhode Island. For information of registering, please see the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) and under the heading "Vendor Registration Information".
- c) All proposals shall include the Respondent's FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.

- e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted by Respondents in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The official time clock is located in the reception area of the Division of Purchases, 2<sup>nd</sup> floor, One Capitol Hill, Providence, RI.
- i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) [www.sos.ri.gov](http://www.sos.ri.gov). However, this is a requirement only for successful bidder (s).
- j) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- k) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov). Visit the website <http://www.mbe.ri.gov/>
- l) Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- m) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail [raymond1@gw.doa.state.ri.us](mailto:raymond1@gw.doa.state.ri.us)
- n) Subcontractors are permitted for this project, provided that the identity of the

proposed subcontractor(s) and scope of the subcontractor's services are clearly stated in the Respondent's proposal.

- o) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.
- p) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any Respondents, as necessary, to serve the best interests of the State.

### **1.3) ENGINEERING SERVICES**

- a) Persons or firms practicing Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.
- b) A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.
- c) The Board of Design Professionals can be contacted as follows:

Board for Design Professionals  
1511 Pontiac Avenue (Bldg 68-2)  
Cranston, RI 02920  
Tel: 401-462-9530  
Fax: 401-462-9532  
Website: [www.bdp.state.ri.us](http://www.bdp.state.ri.us)

- d) The respondent's Proposal will be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

## **SECTION 2 – SCOPE OF WORK**

### **2.1) BACKGROUND AND MISSION**

One Capitol Hill, also referred to as the Powers Building, was designed in 1989 and completed in 1991. It currently houses the offices of the State of Rhode Island Department of Administration. The building has four stories above grade, with a basement level partially below grade, and three floors of parking structure beneath. Its structure is comprised of a cast in place concrete frame and slab from the garage

through first floor, with upper floors comprised of steel pan and concrete decking supported on steel wide flange columns and beams.

The building's exterior is clad in rose-colored granite panels, with both flamed and polished finishes. These panels vary in size up to roughly 5'-0" x 5'-0", depending on location, and are approximately 1-1/4" thick. Joints between the panels are filled with sealant and backer rod. The panels are hung on a "stone truss support system" clipped to building structure and misc. metal framing, and are doweled into one another at the jams. The building's exterior windows are bronze colored extruded aluminum storefront-type, with dual-pane insulated glazing, and are set flush with the finished exterior face of the granite panels.

The granite panels and aluminum storefront windows are original to the building, as is the exterior caulking. Over time, some of the panels along the lower floors of the building have cracked. At several locations along the upper floors, the exterior panes of glass have cracked in place, seemingly for no reason. Additionally, during severe weather (wind driven rain, snow), the heads and sills of many of the windows allow water to leak into the building. The Department of Administration Division of Facilities Management will soon endeavor to replace the damaged panels and glazing, but seeks to evaluate the entire building envelope to identify the underlying causes of these issues prior to any replacement.

The approximate square footages of the four primary elevations are:

North Elevation:	+/- 17,200 s.f.
East Elevation:	+/- 14,600 s.f.
South Elevation:	+/- 19,200 s.f.
West Elevation:	+/- 15,000 s.f.

*\* Please see attached digital and aerial photographs for additional information.*

### **Required Services:**

1. Review existing record documents provided by the Division of Facilities Management. *(Documents date to May of 1988 and may not represent true "as-built" conditions. Shop drawings and submittals dating to the building's construction are also not available for review).*
2. Inspect and evaluate the existing exterior (and select interior) conditions of the Powers Building north, east, south and west façades.
3. Develop a summary report of engineer's findings, and provide to the Division of Facilities Management for review.
  - a. Include an analysis of existing façade construction, including documentation of existing façade details.
  - b. Document locations of all defects and damage. Provide an annotated list of all deficiencies found in the existing facades; graphically note locations of all suspected deficiencies.
  - c. Make recommendations for corrective action for all noted deficiencies, including recommended architectural/ engineering detailing.

- d. Provide a cost estimate for any required repairs to the building.

## **2.2) QUALIFICATIONS**

The State Department of Administration Division of Facilities Management is seeking a qualified engineering firm to provide services related to the assessment of the building envelope at the Powers Building. The Division is specifically concerned with the exterior granite panels and storefront window system.

## **SECTION 3 –SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS**

### **3.1) RESPONSES**

- a) Responses will be evaluated in two parts for a maximum score of 100 points. Part One is a Technical proposal (70 points max) and Part Two is a Professional Fee proposal (30 points max). Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation, they are to be submitted in separate sealed envelopes.

#### **Part One – Technical Proposal**

Technical proposal will be evaluated on the following criteria (All Respondents must receive a minimum score of 55 points on the Technical proposal, Respondents not scoring at least 55 points will not be considered for fee proposal evaluation).

#### **1. Narrative of the Experience of the Firm and Project Principals (0-45 points):**

Describe the firm's general experience as well as its experience and qualifications in the examination and repair of building envelopes. List the percentage of work to be completed by the firm and the percentage to be completed by outside consultants. Indicate the plan for the firm's compliance with the State's MBE requirements, and that of any sub-consultants.

Evaluation Criteria: The Firm and Project Principals have experience with projects of a similar size, scope and use with specific emphasis on building envelope analysis. The Project Manager and each staff and/or consultant assigned to the project have experience with projects of a similar size, scope and use with specific emphasis on building envelope analysis.

#### **2. Project Plan (0-15 points):**

This section shall describe the firm's understanding of the State's requirements, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed.

Evaluation Criteria: A clear project plan is presented along with deliverables and schedule; the respondent analyzed, interpreted and discussed issues presented by the project in a manner likely to meet the needs of the Division of Facilities Management. The plan is sensitive to budget and time constraints; the plan addresses relevant design and building issues.

### 3. References (0-10 Points):

Select three applicable projects and provide principal contacts, including all contact information. All contact information must be confirmed and current. Referenced projects MUST have been completed within the last 10 years- projects not completed within the last decade are not applicable, and will not be considered. *Note: these individuals may be contacted by members of the selection committee for further information.*

Evaluation Criteria: References are provided for projects of a similar size and scope and are directly related to building envelope investigation; the reference(s) reported that the project came in on time and on budget; the rate of change orders was acceptable for the project size; the Respondent devoted adequate time to field investigation of suspected project issues and provided project deliverables in a timely manner.

### 4. Interviews:

The State reserves the right to interview any or all Respondents to this RFP based on their Technical Proposals. All Staff who will be part of the project including key subs should make themselves available for these interviews.

## Part Two – Professional Fee Proposal

Professional Fee proposal will be evaluated (if firm meets minimum of 55 points in Part One) on the following criteria (Will represent 30 points max):

1. The Professional Fee proposal shall be submitted in a **separate, sealed envelope.**
  2. The Professional Fee proposal shall be submitted as a Lump Sum price. The price must be provided on the attached Fee Proposal Form. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables.
  3. Full **30 points**: The other opened Professional Fee proposals shall be allocated points prorated in correlation to the lowest Professional Fee proposal (e.g. a bid of twice the amount of the low bid will receive 15 points). Professional Fee proposal points are determined by the following formula:  $x/n (y) = \text{points awarded}$ ; whereas “x” = lowest opened bid, “n”= any bid under consideration and “y”= 30 points.
- b) All services described in this RFP must be included in the proposal, with **no exclusions** and a lump sum fixed fee (dollar amount) must be provided, or the proposal shall be rejected as being non-responsive.
- c) The State reserves the right to award based upon the most favorable cost proposal. Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

- d) A Total Lump Sum bid must be provided and then separate line items must be provided for each package as delineated in the bid form.

### 3.2) PRE-SUBMISSION QUESTIONS

- a) Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP # (found on page 1 of this solicitation) on all correspondence. Answers to questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.

### 3.3) PROPOSAL SUBMISSION

- a) Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (a clearly labeled **original** plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and "Engineering Services for Building Envelope Analysis at the Powers Building, One Capitol Hill, Providence, RI".

**RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855**

- b) **Reminder:** Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The "official" time clock is located in the reception area of the Division of Purchases, 2<sup>nd</sup> floor, One Capitol Hill, Providence, RI.

### 3.4) ADDITIONAL PROPOSAL CONTENTS

- a) In addition to the contents described in Section 3.1 proposals must include the following:
1. A completed and signed four-page RIVIP generated Respondents certification cover sheet (downloaded from the Division of Purchases' website <http://www.purchasing.ri.gov>)
  2. A completed and signed IRS Form W-9 downloaded from the Division of Purchases' website, should **only** be included in the **original copy**.
  3. In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CD-Rom, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic



copy is requested. This CD or diskette should be included in the proposal marked “Original”.

### **3.5) ADDITIONAL TERMS AND CONDITIONS**

- a) Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor’s submission.
- b) The successful respondents shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Division of Purchases reserves the right to clarify the terms and conditions of any proposal submitted. The respondents recommended for contract award will be notified by the Division of Purchases.
- c) Un-invoiced monies at Project completion will not be paid to the respondents.
- d) Five percent (5%) retainage shall be held by the State until the satisfactory completion of the project.
- e) All drawings (if any) shall be submitted in hard copy as well as CAD (compatible with AutoCAD v2000 & current edition) and PDF formats.
- f) Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Division of Facilities Management, reimbursable expenses shall be paid based on approved costs and shall generally be limited to document reproductions, postage and handling requested by the Owner. Reproductions for office use by the selected Respondents and its’ consultants shall not be reimbursable, transportation to the project site and the Offices of the Owner, telephone expenses and other telecommunication expenses are not considered reimbursable expenses under this RFP.
- g) If additional sub-consultants are required due to changes in scope or unforeseen conditions, when authorized in advance in writing by the Division of Facilities Management expenses shall be paid based on approved costs plus a management fee not to exceed four percent (4%) of the sub-consultants’ proposal.
- h) Conflicts of interest: The selected Respondents shall certify that neither the firm, its employees, nor its consultants, have or enter into, any contract or business venture with any general contractor or trade sub-contractor who is selected to work on this project. This provision, shall not apply to sub-contractors hired to provide sub-contractor services during the investigation phase.
- i) Cancellation for convenience: The State reserves the right to cancel, for its convenience, any and all contracts that are entered into as the result of this award and the selected Respondents shall have no claim to any reimbursement for lost work or

profits and shall have only a claim for work done until the date of cancellation for convenience. The State shall provide thirty (30) days notice of any cancellation.

- j) **De-scoping:** The selected Respondent shall make the project principals and all key engineering staff and/or consultant(s) available for the de-scoping within seven to ten business days after receipt of the Tentative Letter of Award.
- k) **Value engineering:** the selected respondents shall perform, at no additional cost, any and all value engineering necessary to bring the project into budget after the receipt of the cost estimate.

**Attachments:**



*Aerial View Looking East*





*Aerial View Looking North*



*Aerial View Looking West*





*Aerial View Looking South*



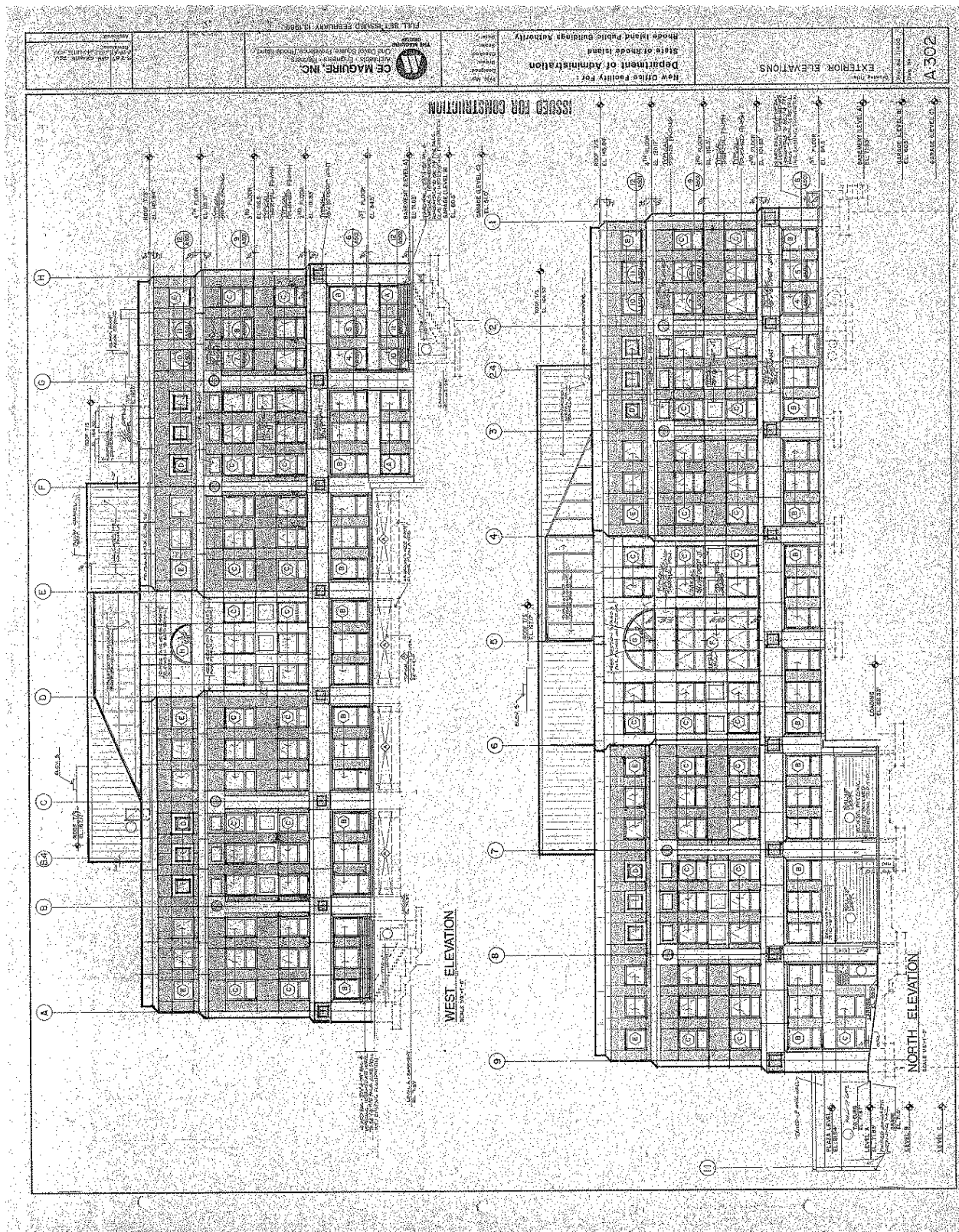
*North Elevation*



*Typical Window Bay*







Record Drawing - Elevations

